

## **School Attendance Policy**

### **1. Purpose**

The purpose of this attendance policy is to promote a culture of regular attendance, ensure that all students have the opportunity to benefit fully from their education, and establish clear procedures for managing absenteeism and early student dismissal.

### **2. Attendance Expectations**

- a. Regular attendance is crucial for academic success and social development. Students are expected to be present for all scheduled classes unless there is a valid reason for their absence.
- b. Each school day begins with assembly and prayer at **7:20 AM**, fostering a sense of community and reflection. Then lessons commence promptly at **7:30 AM** and will continue until all classes are dismissed at **1:00 PM**. All students are expected to be at school in time.
- c. The school recognizes that occasional absences may occur due to illness, emergencies, or other unavoidable circumstances.

### **3. Absenteeism Procedures**

- a. Reporting Absences:
  - I. Parents or guardians are required to notify the school of a student's absence by calling the school office or sending a WhatsApp message (**071 107 8629**). Notification should occur on the day of the absence before 9:00 AM.
  - II. Absences must be reported even if a medical report is anticipated.
- b. Medical Absences:
  - I. If a student is absent due to a medical reason, a medical report from a licensed healthcare provider must be submitted to the school upon the student's return.
  - II. The report should include: The date(s) of absence, a brief description of the illness or medical condition and any recommendations for the student's return to school, if applicable.
  - III. Failure to provide a medical report for absences exceeding three consecutive days may result in the absence being recorded as unexcused.
  - IV. If a student is absent for more than one month due to illness/other medical reasons will be subjected to extra classes and if there's no progress the student will be detained in the same grade.

### **4. Excused vs. Unexcused Absences**

- a. Excused absences include those due to illness, medical appointments, family emergencies, or other valid reasons approved by the school administration.

- b. Unexcused absences may include skipping school, missing school without parental notification, or other non-valid reasons.

## **5. Requesting Early Dismissal**

- a. If a parent or guardian needs to take a child out of school during school hours, they must first report to the school office.
- b. Upon arrival, the parent should provide identification and complete the designated early dismissal form, stating the reason for the request.
- c. The office staff will inform the child's class teacher of the early dismissal. The student will only be released once the class teacher confirms the request.

## **6. Limitations on Early Dismissal**

- a. Parents are encouraged to schedule appointments outside school hours whenever possible to minimize disruptions to the student's learning.
- b. Due to the impact on student learning and progress, parents are advised against requesting early dismissals during critical instructional periods. This includes the first hour of school, the last hour of school, and during important assessments or group activities.

## **7. Transportation Arrangements**

- a. Timing for Drop-Off and Pick-Up
  - I. Parents who arrange for drivers or transportation services should ensure that students arrive at school on time, allowing them to participate fully in the day's activities.
  - II. Late arrivals disrupt not only the late student's learning but also that of their classmates.
- b. Communication with Drivers
  - I. Parents are encouraged to communicate clearly with drivers regarding pick-up and drop-off times, ensuring that students are not late for school and do not need to be dismissed early.

## **8. Monitoring Attendance**

- a. The school will monitor attendance records regularly. Parents will be notified if their child's attendance falls below 90% without valid reasons.
- b. Continued absenteeism without appropriate documentation may result in intervention meetings with school administration and, if necessary, referral to appropriate educational support services.

## **9. Educational Impact**

- a. The school emphasizes that excessive absenteeism can significantly impact a student's academic performance, social interactions, and overall school experience.

- b. Therefore, the school encourages ongoing communication between parents and teachers regarding any attendance issues.

#### **10. Policy review**

This policy shall be reviewed and amended on yearly basis and as and when deemed necessary

#### **11. Policy effective date**

This Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB and the Principal of the school.

#### **12. Conclusion**

This attendance policy aims to ensure that students attend school regularly, thereby maximizing their educational opportunities. Cooperation between parents, students, and school staff is essential in managing attendance and addressing any issues of absenteeism effectively. By fostering a strong attendance culture, we can support the academic and personal growth of every student in our school community.

#### **Signatures**

**Principal.....**

**SGB.....**